



BOB RILEY
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**

RSA UNION BUILDING
100 N. UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410



JOHN M. HOUSTON
COMMISSIONER

March 13, 2009

Dear Vendor:

The AL Department of Mental Health and Mental Retardation (DMH/MR) is requesting proposals for **Outpatient and Intensive Outpatient Substance Abuse Treatment Services for various drug courts** until **Monday, April 13, 2009** at 5pm. Submission of proposals does not guarantee an award of a contract. Any contract resulting from this proposal is not effective until it has received all requisite government approval, and Contractor shall not begin performing work under contract until notified to do so by the contracting Facility. Contractor shall not be entitled to compensation for work performed prior to the effective date of contract.

A standard departmental contract will be required.

A copy of the State of Alabama Vendor Application is available (click on "Vendor Application") on the department's website. A Vendor application is attached, if the application is mailed to prospective vendors. **All vendors wishing to contract with the state of Alabama must fill out this registration every three (3) years and return it immediately to State Purchasing. Only vendors who are registered with State Purchasing may receive state contracts. Go to www.purchasing.state.al.us for appropriate class-subclass codes.**

If you /your company desire to offer a contract proposal, the following steps must be completed in their entirety:

1. Read the entire contract proposal document.
2. Proposal must be submitted in the format requested.
3. Proposals must be in ink or typed (pencil is unacceptable) and contain original signature.
4. **Return proposal to:**
5. Catheryn B. Townsend, Director
Contracts Office
AL Department of Mental Health and Mental Retardation
100 North Union Street, Suite 586
Montgomery, AL 36104
Proposals may be returned via Regular Mail or Express/Overnight Mail.

Sincerely,

Catheryn B. Townsend, Director
Contracts Office

Request for Proposal (RFP)

Organization: Alabama Department of Mental Health and Mental Retardation

Apply by: **April 13, 2009 (5pm).** The RFP must be received in the Contracts Office by the listed date and time.

Contact Information: **Ruthie Bonds**
Contracts Office
Alabama DMH/MR
RSA Union Building
100 North Union Street, Suite 586
Montgomery, AL 36104
Telephone Number (334) 353-7440
Fax Number (334) 353-7090
Submit any RFP questions to ruthie.bonds@mh.alabama.gov

The Alabama Department of Mental Health and Mental Retardation (DMH/MR) is seeking qualified firm/individuals to provide **Outpatient and Intensive Outpatient Substance Abuse Treatment Services for the 17th and 19th Circuit Adult Drug Court** in the State of Alabama.

I. INTRODUCTION

The Alabama Department of Mental Health and Mental Retardation, hereinafter, referred to as DMH/MR, was established by Alabama Acts 1965, No. 881, section 22-50-2. Its purpose is to provide for the diagnosis, treatment, rehabilitation, follow-up care, prevention and research into causes of all forms of mental or emotional illness, which includes alcoholism, drug addiction, epilepsy, and mental retardation. DMH/MR has the statutory authority to supervise, coordinate, and establish standards for all operations and activities of the state related to mental health and the provision of mental health services.

DMH/MR is now accepting proposals to provide adult substance abuse treatment services, Outpatient and Intensive Outpatient, for individuals participating in drug court due to alcohol or other drug related offenses. Up to \$50,000 has been made available to fund treatment support services for adults participating in the drug court for the 17th Circuit (Greene, Marengo, and Sumter Counties, Livingston, Alabama); and the drug court for the 19th Circuit (Elmore County, Prattville, Alabama). Although the current economic climate is dismal, the expansion of effective substance abuse treatment support for drug courts is considered a wise investment. The benefits of effective substance abuse treatment include; reduced substance use, reduced criminal behavior, restored employment, restored families and restored health which reduces societal costs including those of the criminal justice system.

II. BACKGROUND

In the late 1980s, drug courts were developed in response to the costly and time consuming approach to dealing with non-violent, substance abusing offenders that were overwhelming the criminal justice system. In contrast to the traditional "revolving door" approach, drug courts provide an effective solution to drug and drug-related crime through the innovative use of comprehensive supervision, drug testing,

judicial monitoring, sanctions and incentives. Drug courts are not uncommon to our state nor the criminal justice system. The first drug court was established in 1993 in the State of Alabama. To date thirty-five circuit courts covering forty-eight counties have established drug courts.

An individual who has a severe addiction commits nearly 63 crimes a year (The Rebirth of Rehabilitation: Promises and Perils of Drug Courts, 2000). Drug use is substantially reduced among defendants while they are participating in drug court programs. According to the Summary Assessment of the Drug Court Experience, 50-60% of participants who graduate from the programs eliminate drug use altogether. In 2006 the Alabama Legislature began making specific financial provisions for substance abuse treatment service for the criminal justice population. The DMH/MR partnered with the Administrative Office of Courts to address an initiative calling for drug courts in each county within the state. This initiative has aided greatly in reducing prison overcrowding, reducing crime and violence due to drug use, increasing judicial control and supervision of drug offenders, allowing defendants to maintain employment, participate in community service, and make defendants responsible, drug free taxpayers. Drug courts coupled with substance abuse treatment services allow for more comprehensive supervision and monitoring which substantially contributes to individuals remaining alcohol and drug free and reducing the potential for recidivism.

III. TARGET POPULATION

The target population for this proposal will be adult defendants assigned to the 17th Circuit: Greene, Marengo, and Sumter Counties; and the 19th Circuit: Elmore County Drug Court, who as determined by a DMH/MR approved assessment and level of care determining process are in need of substance abuse treatment.

IV. PROGRAM GOALS

Through implementation of this project, the DMH/MR Substance Abuse Service Division is striving to accomplish the following goals:

1. Improve the defendants level of functioning in all major life domains as they establish a drug and delinquency free lifestyle;
2. Reduce relapse and recidivism; and
3. Strengthen collaborative efforts between the substance abuse treatment and the criminal justice system.

V. CONTRACTUAL LIMITATIONS

Any and all contracts resulting from this RFP shall be annual, expiring with the end of the state fiscal year, September 30, 2009. All contracts shall be subject to availability of funds and continuation of this project. Should the funding or service requirements relative to this project be altered, contracts will be amended, accordingly.

VI. VENDOR ELIGIBILITY

Applicants must meet the following eligibility criteria in order to submit a proposal in response to this RFP:

1. Have at least two years experience working with adult populations; and

2. Be certified to provide substance abuse treatment services by the Alabama Department of Mental Health and Mental Retardation Substance Abuse Service Division, or have an application on file with DMH/MR prior to the awarding of the contract. Contracts may be awarded contingent upon successful completion of the certification process.

VII. PROPOSAL REQUIREMENTS

DMH/MR desires to purchase Outpatient and Intensive Outpatient services that have been specifically developed to address adult substance abusers that are legally involved due to substance related criminal offenses.

The program must be designed to work collaboratively with the drug court so the defendant can be afforded an unequivocal opportunity to improve functioning in aspects of major life domains to reduce the potential for relapse and recidivism. Each program participant must be assessed using a DMH/MR approved assessment process, to determine their individual needs. Collaborative efforts should include but not be limited to participation in case consultation/staffing, progress reviews, and discharge planning in an effort to comprehensively meet the needs of the defendant.

The program must meet certification requirements of the DMH/MR. In addition, to certification reviews, DMH/MR will also conduct unannounced clinical reviews to assess the quality, appropriateness, and timeliness of care provided for the project's clientele.

The proposal shall be developed following the outline below. Each section, A-H, in the Statement of Work must be addressed, and appendices provided where indicated.

The information provided in *Italics* under each heading explains the intent of the section and/or describes the minimum information you are required to provide. Although minimum requirements must be addressed, it is the responsibility of the applicant to insure that each response thoroughly describes the strategies, and approaches, or provides other relevant information to insure that the topic of the section is fully and distinctly addressed.

Information in **Bold Type** in each section provides the evaluation criteria for review and scoring of the application.

STATEMENT OF WORK

A. Statement of the problem.

(Please state in succinct terms your understanding of the problem(s) presented and the need for services required by this RFP. Provide an overview of the applicant organization that includes the agency's key strengths, and a summary of the proposal.

Review Criteria: 10 Points

The applicant organization demonstrates a clear understanding of the problem(s) to be addressed by this RFP and the need for the specified services.

B. What is your agency's philosophy for addressing the needs of this population?

(This section must present a clear understanding of the needs of defendants participating in a drug court with substance abuse disorders and related needs. The program's philosophy should be reflected in the services planned for the target population.)

Review Criteria: 10 Points

The applicant organization's philosophy demonstrates a clear understanding of the needs of adult offenders, and is grounded in theory based upon verifiable research and/or data.

C. What are your agency's goals and objectives for this project?

(What does your agency hope to accomplish by implementation of this project? Provide a list of goals and measurable objectives. How do these goals correlate to the project's goals? Describe the process that will be utilized to monitor progress toward accomplishment of these goals and objectives.)

Review Criteria: 10 Points

The goals and objectives proposed by the applicant organization are appropriate and realistic. The proposed goals demonstrate an understanding of and impetus for the RFP, DMH/MR's goals for the project, and an understanding of the needs of the target population.

D. Describe your agency's experience relative to providing services for the target population.

(As a minimum, please indicate whether or not you have served this population. If so, in what capacity, and how many clients were served during the past year and how many years your agency has served this population. Identify challenges experienced and lessons learned.)

Review Criteria: 10 Points

The applicant organization has a minimum of two years experience serving the target population. The target population has demonstrated successful outcomes as a result of services provided by the applicant organization.

E. Provide a detailed description of the services you are proposing to address the needs of the target population.

(A general overview of the program's structure shall be provided, along with the rationale for selection of this structure. Describe your plans to provide for Outpatient and/or Intensive Outpatient services. In addition, a detailed description of the services to be provided, proposed frequency and length of each service.)

Review Criteria: 10 Points

The proposed services reflect a clear understanding of the needs of the target population, and are grounded in theory that is based upon verifiable research and/or data.

F. Describe how your agency will collaborate with referring agency to meet the needs of the target population.

(Describe how internal and external collaborative relationships will enhance your ability to plan provide and evaluate the proposed program. Describe how these collaborations will directly benefit the target population, promote efficiency, and/or improve effectiveness.)

Review Criteria: 10 Points

Existing and/or planned collaborative relationships are appropriate, providing clear linkage to a continuum of services relative to the needs of the target population.

G. How long will it take to start this project, and what resources will be required.

(Provide the earliest date your agency can begin to provide services for the target population. Identify any potential barriers that may impact the projected start-up date, and plans to address these barriers.)

PLEASE DESIGNATE THE FOLLOWING INFORMATION AS APPENDIX I:

Provide a detailed phase in plan that includes each task that must be accomplished prior to start-up of the project. Indicate resources, staff and other, required to complete each task, along with a schedule of projected timelines for task completion.

Review Criteria: 10 Points

H. What is the projected annual budget?

(Please provide a detailed, line item annual budget for this project. Included shall be a listing of all personnel, by position, that will contribute in any way to the operation of this project, salaries, fringe benefits, and full-time equivalency status. All other expenditures shall be identified by individual line items. Projected program income, including client fees shall also be included.)

PLEASE DESIGNATE THE FOLLOWING INFORMATION AS APPENDIX II:

(1) A LINE ITEM BUDGET SHOWING ALL EXPENDITURES FOR THIS PROJECT, AND PROGRAM INCOME SPECIFIC TO THIS PROJECT, AND (2) A NARRATIVE BUDGET JUSTIFICATION FOR EACH LINE ITEM.

Review Criteria: 10 Points

The budget reflects realistic costs for the provision of planned services. The program makes good use of collaborative relationships in providing the service continuum. The program reflects a good cost/benefit ratio.

I. Responsiveness of the proposal to the requirements of the RFP.

(This is a review criterion only. No response is required of the applicant. Proposal reviewers will assess the degree to which the applicant provided appropriate and thorough responses to each section of the Statement of Work, and met other RFP requirements.)

Review Criteria: 25 Points

VIII. PROGRAM EVALUATION

All agencies receiving funds for this project will be required to participate in a program evaluation process that will be defined by DMH/MR. This process will function to assure the effectiveness and efficiency of the services purchased, and to monitor progress towards the goals the DMH/MR has established for this project. At a minimum program evaluation will address the following key indicators:

- A. Client satisfaction with services;
- B. Community linkage agencies' satisfaction with services;
- C. Number of clients successfully completing the program;
- D. Number of clients who are re-arrested;
- E. Number of clients who are re-incarcerated; and
- F. Establishment of:
 - 1. Sobriety;

2. Stable mental and emotional functioning;
3. Family reunification;
4. Consistent employment;
5. Stable housing;
6. Stable social support group; and
7. Consistent payment of financial obligations.

IX. REVIEW CRITERIA

The DMH/MR reserves the right to request necessary amendments, reject any and all proposals received, or cancel this RFP according to the best interest of the DMH/MR.

The DMH/MR, also, reserves the right to waive any informalities in this process, providing such is in the best interest of the DMH/MR. Where the DMH/MR may waive any informalities, such waiver shall in no way modify the RFP requirements or excuse the applicant from full compliance with the contract.

All proposals, which satisfactorily meet the submission requirements specified in item “X” below, will be evaluated based upon the criteria indicated in each section of the Statement of Work.

X. SUBMISSION REQUIREMENTS

Proposals shall be submitted in the following written format:

COVER PAGE:

Shall include the name of project, submitting agency, contact person, address, phone number, and fax number of contact person, and date of submission.

TABLE OF CONTENTS:

Page numbers shall be listed for each of the major sections of the proposal, including all items listed under the Statement of Work, and for each Appendix.

STATEMENT OF WORK:

Each item listed in the RFP under the statement of work must be addressed.

LITERATURE CITATIONS:

Complete citations shall be provided for any literature referenced in your proposal.

APPENDICES:

Include each appendix listed in the guidelines for the Statement of Work.

Questions relative to this RFP must be received, in writing, no later than April 3, 2009. Questions should be mailed to the above address or emailed to ruthie.bonds@mh.alabama.gov.

In the event it becomes necessary to revise any portion of the RFP, DMH/MR will post these changes on its web site: www.mh.alabama.gov.

This announcement does not commit DMH/MR to award a contract or pay any costs incurred in the preparation of proposals. DMH/MR reserves the right to accept or reject, in whole or in part all proposals submitted, and/or to cancel this announcement. The contract award(s) shall be based upon the proposal(s) most advantageous to DMH/MR.

Reference

National Institute of Justice, Sentencing & Corrections: Issues For the 21st Century, Papers From the Executive Sessions on Sentencing and Corrections: The rebirth of rehabilitation: Promises and perils of drug courts. Washington, DC: U.S. Department of Justice, National Institute of Justice, 2000, NCJ 181412.

Proposal Content

Instructions must be followed or responses will not be graded.

Each proposal is to contain **specific responses** to each of the requests listed in section **A-I**, and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. **Submit the response as instructed in the proposal.**

One original and **six copies** of your proposal must be received at the following address no later than **5pm** on **April 13, 2009**.

Catheryn B. Townsend, Director
Contracts Office
AL DMH/MR
RSA Union Building
100 North Union Street, Suite 586
Montgomery, AL 36104

Proposals must be clearly marked **Outpatient and Intensive Outpatient Substance Abuse Treatment Services (17th Circuit or 19th Circuit) for Department of Mental Health and Mental Retardation**. All proposals received after the deadline will be returned unopened. **Postmarks of the date mailed are insufficient.**

The DMH/MR assumes no responsibility for expenses incurred in the preparation of the proposal. The DMH/MR reserves the right to reject any and all proposals. Additionally, the DMH/MR reserves the right to waive irregularities in any proposals and request clarification of any information, and negotiate with the agency/firm submitting the best proposal to secure more favorable conditions.

Evaluation Process

A review committee will examine each eligible proposal submitted. The DMH/MR may elect to conduct interviews with finalists. DMH/MR expects a final selection on or around **May 13, 2009**.

Evaluation Criteria

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

- A. **Statement of the problem.** (The applicant organization demonstrates a clear understanding of the problem(s) to be addressed by this RFP and the need for the specified services). **(10 Points)**
- B. **What is your agency's philosophy for addressing the needs of this population?** (The applicant organization's philosophy demonstrates a clear understanding of the needs of adult offenders, and is grounded in theory based upon verifiable research and/or data). **(10 Points)**
- C. **What are your agency's goals and objectives for this project?** (The goals and objectives proposed by the applicant organization are appropriate and realistic. The proposed goals demonstrate an understanding of and impetus for the RFP, DMH/MR's goals for the project, and an understanding of the needs of the target population). **(10 Points)**

- D. **Describe your agency's experience related to providing services for the target population.** (The applicant organization has a minimum of two years experience serving the target population. The target population has demonstrated successful outcomes as a result of services provided by the applicant organization). **(10 Points)**
- E. **Provide a detailed description of the services you are proposing to address the needs of the target population.** (The proposed services reflect a clear understanding of the needs of the target population, and are grounded in theory that is based upon verifiable research and/or data). **(10 Points)**
- F. **Describe how your agency will collaborate with referring agency to meet the needs of the target population.** (Existing and/or planned collaborative relationships are appropriate, providing clear linkage to a continuum of services relative to the needs of the target population). **(10 Points)**
- G. **How long will it take to start this project, and what resources will be required.** (Provide a detailed phase in plan that includes each task that must be accomplished prior to start-up of the project. Indicate resources, staff and other, required to complete each task, along with a schedule of projected timelines for task completion). **(10 Points)**
- H. **What is the projected annual budget?** (The budget reflects realistic costs for the provision of planned services. The program makes good use of collaborative relationships in providing the service continuum. The program reflects a good cost/benefit ratio). **(10 Points)**
- I. **Responsiveness of the proposal to the requirements of the RFP.** (No response is required of the applicant. Proposal reviewers will assess the degree to which the applicant provided appropriate and thorough responses to each section of the Statement of Work, and met other RFP requirements). **(25 Points)**

Selection Criteria

Selection shall be based on the factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the proposed approach and methodology to meet project requirements.
2. Resources available to perform the work, including any specialized services within the specified time limits for the project.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Availability to a familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.